

CIVIL AIR PATROL  
Headquarters  
Maryland Wing  
P.O. Box 18341  
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MDWG Supplement 1  
CAPR 52-16  
3 February 2002

## **Cadet Programs**

### **CADET PROGRAM MANAGEMENT**

CAPR 52-16, 31 December 1998, is supplemented as follows:

**1-2c(1).** A cadet who is working at Wing HQ will maintain his/her membership at their home squadron for testing purposes. No cadet achievement testing will be done at Wing HQ.

**1-3a(5).** Added. For activities scheduled other than at the squadron's regular meeting time and place, a Maryland Wing Form 23, Parental Consent Form (Attachment 1) must be signed by at least one parent or guardian authorizing participation in the activity.

**1-3a(6).** Added. Cadets must have passed the Curry Achievement to attend activities outside of their squadron's activities. This includes group, wing, region, and national activities and all training sessions.

**1-4c(3).** Added. Senior members will not smoke in any area where cadets are present.

**1-4h(3).** Added. No physical exercises will be given as punishment.

**1-4k(1)(a).** Added. Cadet Sponsor Members (CSMs) will not participate in cadet activities

other than providing supervision and transportation.

**1-4k(3)(a).** Added. CSMs may not obtain a CAPF 101 card and cannot serve as drivers for Emergency Services missions (real or practice).

**1-4k(4)(a).** Added. Air Force style uniforms include the Air Force blue uniform, BDUs and the mess dress uniform.

**2-6c(1).** Added. The cadet will prepare a report on each position in the Staff Duty Analysis according to the Maryland Wing Staff Duty Analysis process as outlined in Attachment 2.

**2-7b(1).** Added. Staff Duty Analysis reports will be prepared in accordance with Attachment 2 to this supplement.

**3-2b(5).** Added. Attachment 3 to this supplement contains the Maryland Wing Cadet Advisory Council Standard Operating Procedures.

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3 Attachments:

1. MDWGF 23 (Parental Consent Form)
2. MDWG Staff Duty Analysis process
3. MDWG CAC SOP

## Parental Consent Form

I hereby give permission for my child \_\_\_\_\_ to participate in the following activity:

Unit Name					
Activity Name					
Location					
Dates	From		To		
Project Officer				Phone Number	

In case of accident or illness, I hereby give my permission for the above named cadet to be treated at any recognized medical facility or by any legally qualified physician, or practitioner, and accept financial responsibility for any expense not covered by CAP or FECA benefits. Civil Air Patrol personnel are authorized to take appropriate actions to insure that my child receives appropriate medical treatment.

If necessary, I may be contacted at:

Street Address	Home Phone Including Area Code
City, State, Zip Code	Work Phone Including Area Code
Printed Name of Parent or Guardian	Signature of Parent or Guardian

MDF 23, 03 FEB 02

ALL PREVIOUS EDITIONS ARE OBSOLETE

Supersedes MDWG Supplement 1, 22 September 01

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MARYLAND WING  
CADET OFFICER  
STAFF DUTY ANALYSIS PROCESS

1. **PURPOSE:** The goal of the Staff Duty Analysis (SDA) process is to learn as much as possible about the standard tasks of squadron-level staff officer positions. This is done by researching directives pertaining to that position, talking to the senior staff officer who holds that position and doing some of the tasks associated with that position, such as filling out forms or reports, organizing an activity or teaching a class. If there is no one at the squadron level holding the position, cadets are encouraged to contact the Group or Wing staff officer for assistance. The Staff Duty Analysis for each achievement contains two sections the cadets must complete; Performance Requirements and a Position Checklist. These are found in either in CAPP 14 (Staff Duty Analysis Guides) or in the material with each achievement in Leadership 2000 and Beyond, Volumes II and III. Each chapter of the Leadership 2000 and Beyond contains valuable information to aid the cadet in completion of the SDA.
2. **CONTENT:** Maryland Wing Staff Duty Analysis Reports will contain the following items. Typing is preferred but if handwritten, it must be clearly legible. The completed package should be from 6 to 10 pages long and contain the following.
  1. Cover letter transmitting the report, written in accordance with CAPR 10-1. The letter is from the cadet and directed to the Deputy Commander for Cadets for his/her squadron. 1 page in length.
  2. Short written answers to each of the checklist items. As previously stated, these can be found either in each chapter of Leadership 2000 and Beyond, Volumes II and III or in CAPP 14. Write in complete sentences, not note-taking or bullet format. No one word answers. For example, if it asks if a person has been appointed to the position, tell the name, rank and date of appointment for that person. Also note deficiencies if something is not being done properly and then explain how you would correct the situation. If it asks you to perform a task, explain how you would do it. (3-5+ pages).
  3. Choose one Learning Objective (Performance Requirement) and write it up as a form Staff Duty Report with necessary attachments, etc. Minimum length of Staff Duty Report is two pages. Use Staff Duty Report outline described in Volume II, Chapter 9, Pages 9-5 and 9-6 of Leadership 2000 and Beyond. (2-5+ pages)
3. **SCORING:** The SDA reports should be graded by the senior member holding the position being studied. If no one has been appointed to that position, then the Squadron Commander or Deputy Commander for Cadets should grade the report. If the cadet has contacted someone at higher-level command for assistance, they can grade the report. Each section should be graded as satisfactory/non-satisfactory. Any section graded non-satisfactory will be redone until it is satisfactory.

MARYLAND WING

CADET ADVISORY COUNCIL

STANDARD OPERATING PROCEDURES

AND

SUPPLEMENTS

MARCH 2000

## STANDARD OPERATING PROCEDURES

### Article I – Name

The name of this organization shall be the Maryland Wing Cadet Advisory Council, hereafter referred to as the MDWGCAC.

### Article II – Purpose

The purpose of the MDWGCAC is to provide an organization through which members may gain experience at a higher organization, to act as an advisory body to the Wing Commander and the Wing Director of Cadet programs, as well as pass information and suggestions on to the Middle East Region Cadet Advisory Council (MERCAC). The council is make recommendations on matters which affect all cadets in Maryland Wing, consider and discuss proposals presented by squadron CAC representatives throughout Maryland Wing and provide a forum in which members may exchange ideas in order to improve the cadet program in the wing, region and nation.

### Article III – Organization and Structure

#### Section 1 – Representatives to Maryland Wing Cadet Advisory Council

- A. Each squadron will be allowed one primary and one alternate representative to be appointed by the squadron commander (or selected by whatever means the squadron commander elects).
- B. If neither the primary nor the alternate representative is able to attend the meeting , a non-council member from the squadron may represent the squadron but will not vote unless he/she is holding a proxy signed by the representative.
- C. All CAC members (primary, alternate and proxy representatives) must be cadets.

#### Section 2 – Term of Office

- A. Cadets are appointed to the CAC for a 1-year term of office. They may be re-appointed for only one additional term. While assigned to the CAC, a cadet elected to be an officer on the Executive Board may hold that position for a maximum of one year.
- B. The term of office will run from July 1 to June 30.
- D. CAC representatives and alternates will be appointed on a CAPF 2a, signed by the unit commander, a copy of which will be forwarded to the Wing Director of Cadet Programs.

### Section 3 – Executive Board

- A. In accordance with CAPR 52-16, council officers will be Chairperson, Vice-Chairperson and Recorder. This group will hereafter be referred to as the Executive Board.
- B. The Executive Board will be elected from among the primary representatives from the squadrons of Maryland Wing.

### Section 4 – Voting

- A. Each squadron is granted one vote in all matters.
- B. This right will be exercised by the primary representative or the alternate representative in case the primary representative is absent. If both are absent, a proxy-carrying designee may vote.
- C. The Chairperson will vote in case of a tie to break the tie.

### Section 5 – Rights of Individuals and Council

- A. Any individual may address the Council through their squadron representatives or when recognized by the Chairperson.
- B. The Council may request that members leave the room.
- C. The Council may, by majority vote, create committees.
- D. The Council may draft a set of supplements to establish specific procedures within the framework of this SOP.

## Article IV – Duties and Responsibilities of Council Members

### Section 1 – Chairperson

- A. Ensure that all aspects of this SOP and Supplements are properly observed.
- B. Draw up the agenda for each meeting.
- C. Serve as Presiding Officer for each meeting.
- D. Submit in writing any Council recommendations to Wing Director of Cadet Programs/Wing Commander.
- E. Will be the final word on all questions of parliamentary meeting procedures within the guidelines of this SOP.
- F. Responsible for informing MERCAC on current issues occurring within the MDWGCAC. The Chairperson of the MDWGCAC will serve as the primary MDWG representative to the Middle East Region CAC.
- G. Personally deliver minutes to the Wing Commander/Vice Commander.

### Section 2 – Vice Chairperson

- A. Will perform the duties of the Chairperson in his or her absence.

- B. Will coordinate all committees in their actions.
- C. Will perform extra duties as assigned by the Chairperson.
- D. Will act as Recorder in the absence of the elected Recorder.

### Section 3 – Recorder

- A. Will perform the duties of the Chairperson if both the Chairperson and the ice Chairperson are absent.
- B. Will compile minutes of each meeting. These minutes will be reviewed by the Director of Cadet Programs. After review, they will be reproduced and placed in all Wing mailboxes as well as the Wing website and the Maryland Wing Info list.
- C. Will be responsible for all administrative duties of the Council.

### Section 4 – Primary Representatives

- A. Will represent the interests of all cadets in their squadron to the Council.
- B. Will attend all Council meetings. If he/she is unable to attend, they will ensure that their squadron is represented by an informed alternate or proxy.
- C. Will report to the squadron cadets all proceedings of the MDWGCAC.

### Section 5 – Alternate Representatives

- A. Will carry out all duties and responsibilities of the primary representatives in his/her absence from any Council meetings and will brief primary representative .
- B. Will attend meetings regularly to keep abreast of Council business.

### Section 6 – Proxy Members

- A. Non-Council member representatives will perform the duties the primary representative at the meeting with a Council recognized proxy and will brief the primary and alternate representatives on all Council meetings.

## Article V – Requirements for MDWGCAC Membership

### Section 1 – Primary and Alternate Representatives

It is recommended that all primary and alternate representatives hold the rank of Senior Airman.

### Section 2 – Executive Board

It is strongly recommended that members of the Executive Board be recipients of the Billy Mitchell Award.

## Article VI – Senior Advisors to the Council

### Section 1 – Meeting Procedures

At each official meeting of the Council, the CAC advisor will be present.

### Section 2 – Approval of Council Actions

The Wing Director of Cadet Programs must approve all Council actions before they will become valid or sent to higher echelons for further approval.

## Article VII – Ratification

### Section 1 – Procedures

- A. This SOP shall go into immediate effect upon its ratification by a two-thirds majority vote of the Council and its approval by the Wing Director of Cadet Programs.
- B. Upon ratification and approval of the most recent version, this SOP will make null and void any previous SOP.

## MARYLAND WING CADET ADVISORY COUNCIL SOP SUPPLEMENTS

### Section 1 – Supplements

- A. Supplements may be proposed by any Council member.
- B. A majority vote will enact or rescind Supplements
- C. Supplements may be prepared and approved at the same meeting without prior notification of the Council.

### Section 2 – Election Procedures

- A. The election of new officers at the June meeting will take place after regular business is completed by the Council.
- B. Election will take place in the following order: Chairperson, Vice Chairperson, Recorder.
- C. The Chairperson will ask for nominations. After all nominations have been made for an office, the election for that office will be held.
- D. At the completion of all elections and conclusion of the meeting, the Executive Board will brief the newly elected Board members on the duties of their office.

### Section 3 – Proxy Voting Procedure

- A. A proxy may be used only if both the primary and alternate representatives will be absent.
- B. To proxy, notification must be given to the Chairperson or CAC advisor prior to the meeting at which the proxy is to be used.



- C. A proxy may be given to another member of the Council or to a non-Council member.
- D. A proxy may be designated by the primary representative, his or her respective Squadron Commander or Deputy Commander for Cadets.
- E. A proxy will be valid for only one session of the Council.

#### Section 4 – Distribution of Agenda

- A. The Chairperson will distribute an agenda of items to be discussed to every member of the Council prior to the next meeting.
- B. The agenda will be placed on the Maryland Wing website and the Maryland Wing Info List one week prior to the meeting.

#### Section 5 – General Meeting Procedures

- A. Chairperson calls the meeting to order.
- B. Recorder calls the roll and records it.
- C. Minutes
  - 1. The Recorder reads the minutes from the last meeting.
  - 2. The Chairperson asks for any revisions. Revisions require a majority vote.
  - 3. All revisions are recorded.
- D. Squadron reports are given.
- E. Agenda items covered.
- F. Adjournment.

#### Section 6 – Process of Carrying a Motion

- A. A member of the Council makes a motion clearly stating the objective of the motion.
- B. Another member must second the motion. The Chairperson cannot second the motion.
- C. The Chairperson asks for discussion on a motion.
  - 1. Discussion takes place as directed by the Chairperson. Those wishing to make comments must be recognized by the Chairperson.
  - 2. Modifications to the motion may be made following the discussion. A new discussion should occur if the original motion was significantly altered. The Chairperson will determine if a new discussion is appropriate.
- D. The Chairperson will ask for a vote on the motion.
  - 1. The vote will be taken by a show of hands or a roll call. One vote per squadron is allowed.
  - 2. Any member of the Council can request that the vote be taken as secret ballot. If requested, the vote must be taken in this manner.
  - 3. The vote will be tallied and the results announced by the Chairperson.
- E. Motions may be tabled. Any member may move to table a motion before the Council.

1. If a member of the Council moves to table a motion, an immediate vote will be taken. A majority passing vote will table the motion.
2. A motion is tabled until a motion to “take from the table” is passed by a majority vote of the Council.
3. If a motion is tabled and is not taken care of at that or the next meeting, the motion is dead.

#### Section 7 – SOP Reorganization

- A. All amendments enacted during the year will be designated Articles and Sections, and will be included in their proper places. Renumbering and reordering will be done accordingly.
- B. Any deletions made during the year will be removed with appropriate documentation.
- C. The cover page will note the ratification date and the most recent revision date.

#### Section 8 – Minutes

- A. The recorder will type the minutes prior to distributing them.
- B. The recorder will submit the minutes of each meeting to the Chairperson and Director of Cadet Programs within two weeks after each Council meeting.
- C. Upon receiving approval of the minutes, the Recorder will distribute the minutes to all Council members, Squadron and Group mailboxes, Wing Commander, Vice Commander and Chief of Staff mailboxes, Director of Cadet Program mailbox and Historian mailbox.
- D. The minutes of the meetings will be posted to the Maryland Wing Information list and the Maryland Wing website.